

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0064

ISSUE DATE: April 9, 2013

TITLE: Fire Code Assistance Representative 2

CLOSING DATE: April 23, 2013

DIVISION/UNIT: Division of Fire Safety

LOCATION: 101 South Broad Street,
Trenton, NJ, 08625

SALARY RANGE: I22: \$51,879.45-\$73,512.84

POSITION(S): 1

DISTRIBUTION: DEPARTMENT

DESCRIPTION OF MAJOR DUTIES:

Under the supervision of the Supervisor of Local Assistance, Fire Safety, Department of Community Affairs, provides technical assistance to officials and inspectors involved in the enforcement of the Uniform Fire Safety Act and Regulations and conducts related investigations; does other related duties.

REQUIREMENTS

EXPERIENCE:

Six (6) years of experience enforcing a fire safety code based on a model such as the Fire Prevention Code of the Building Officials and Code Administrators International or the National Fire Prevention Code.

NOTE: A Bachelor's degree in fire science technology, fire protection engineering or related field may be substituted for four (4) years of the required experience.

LICENSE:

Applicants must possess a Fire Official Certification, issued by the Division of Fire Safety, Department of Community Affairs.

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the duties of the position.

- ☐ A promotable eligible exist within the unit scope.
- ☐ A promotional or open competitive list exists.
- ☐ Depending upon the qualifications of applicants, appointment may be made at a lower level.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Human Resources Director
New Jersey Department of Community Affairs
HR# 0064
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer